

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

## **NEEDHAM YOUTH SERVICES**

### **Job Postings 03/31/14**

**Date:** March 24, 2014

**Job Title:** Accounts Payable Assistant

**Hourly Pay:** \$8.50/ hr

**Age Requirements:** 16

**Job Hours:** 3-5 1 or 2 days per week

**Company Name:** Lily Transportation

**Company Address:** 145 Rosemary Street, Needham, MA 02194

**Company Website:** [www.lily.com](http://www.lily.com)

**Contact Person:** Gail Freeman

**Number:** 781-449-8811 x 314

**Email:** [gfreeman@lily.com](mailto:gfreeman@lily.com)

**Brief Description of the job duties and qualifications needed (1-2 sentences):**

WANTED – A level headed, conscience student to work in a very friendly office environment to do some much needed filing.

**Please note that the above represent the job was received by the Youth Services Office over the course of the past week. For additional employment opportunities, please also check postings from prior weeks as jobs listed there may still be open (i.e. not yet filled).**

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**Date:** March 27, 2014

**Job Title:** Clerical/Reception

**Hourly Pay:** \$10.00 - \$13.00 per Experience

**Job Hours:** 3:00 to 5:00pm – 3 to 4 days per week

**Age Requirements:** Juniors and/or Seniors

**Company Name:** Boynton Insurance Agency

**Company Address:** 72 River Park Street, Needham, Ma. 02492

**Company Website:** [www.BOYNTONINS.COM](http://www.BOYNTONINS.COM)

**Contact Person:** Kerri Daniels

**Number:** 781-449-6786

**Email:** [KDaniels@boyntonins.com](mailto:KDaniels@boyntonins.com)

**Brief Description of the job duties and qualifications needed (1-2 sentences):**

Student should have good computer and phone skills and attention to detail. Student also needs to be able to interact well with others and must be reliable.

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